

DUTY STATEMENT

DEPARTMENT OF STATE HOSPITALS - PATTON

JOB CLASSIFICATION: STAFF SERVICES ANALYST (GENERAL) ENHANCEMENT SERVICES

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under supervision, to perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work.

80 % PROGRAM SERVICES

- Studies and applies principles, practices, and trends of public and business administration, management, and supportive staff services expertise to perform various consultative and analytical tasks within the clinical patient treatment program.
- **Performs varied as well as structured, standard, routine and/or recurring analytical tasks** within Enhancement Services including but not limited to the areas of structured treatment programs, treatment and therapy scheduling, staffing coverage for group sessions, etc.
- Conducts research and analysis and uses independent judgment and discretion to interpret, adapt, and apply statutes, regulations, and policies and procedures to specific situations related to patient treatment programs and outcome
- Makes recommendations on procedures, policies, and program alternatives related to treatment program.
- Reviews and analyzes treatment program alternatives and advises management on the potential impact on Enhancement Services operation.
- Makes suggestions on budgetary, staffing, and other transactions of average complexity within Enhancement Services.
- Assists in clinical performance improvement process by **gathering, inputting, tabulating, and analyzing data** from various sub-departments within Enhancement Services, including but not limited to designing patient surveys and interpreting the results, compiling payroll statistics for future program design/development, trending department expenditure patterns for funding justifications, etc.
- Plans, designs, and carries out work within a framework established by the supervisor.
- Provides consultative directions to other staff on a variety of topics related to the operations within Enhancement Services.
- Provides assistance for the procurement process; **tracks the**

department budgetary expenditures and prepares the monthly report; projects future needs based on current and past spending pattern; and makes recommendation on consolidation and reallocation of fiscal resources within Enhancement Services.

- Develops and updates work forms to ensure efficient work flow and capture workload statistics to be applied into justification for personnel enhancement and/or reallocation.
- **Maintains organization charts, workflow diagrams, and other statistical graphs within Enhancement Services.**
- Makes recommendations on data-gathering methodologies as part of the Enhancement Services department performance improvement effort.
- Prepares Structured Treatment Program statistic reports, including but not limited to weekly Missing Rosters Report, Clinician Treatment Provider Hours Report, Patients Participation Report, etc.
- Assists with monthly payroll reports for Industrial Therapy Program and analysis conducted on trends of program distribution, utilization, and overall performance.
- Assists with funding accountability reports for Adult and Special Education Program.
- Assists with department vacation scheduling process and Grounds Presence staffing.

20%

COMMUNICATION AND COVERAGE

- Corresponds with other departments and personnel via both verbal and written communication.
- Attends department and other hospital-wide scheduled meetings.
- Participates in department and hospital activities.
- Performs any other duties as assigned.

2. SUPERVISION RECEIVED

Under the supervision of the Program Director, Enhancement Services.

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques

to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

Therapeutic Strategic Intervention

Applies and demonstrates knowledge of correct methods in TSI.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Ability to perform analytical work in order to learn the practical application of administrative principles; to maintain daily documentation and provide reports to worksite supervisor, Program Management, and others as needed; to work mostly independently; and to demonstrate the knowledge of hospital policies and procedures.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Knowledge of commonly used office material/equipment and application of office computer applications (ex: Excel, Word, Outlook, etc.).

6. LICENSE OR CERTIFICATION – None

7. TRAINING - Training Category = Discipline Specific: SSA

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public;

Duty Statement – SSA

- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Jacqueline Doss Haynes, PA

Supervisor Signature

Jacqueline Doss Haynes

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date